

Lyman-Dayton Fire Commission (FC)

Minutes of Meeting – October 25, 2012

Meeting held at Goodwin's Mills Fire Station was called to order at 6:34 pm.

Present – Fire Commissioners: Jim Roberts, Wendell Smith, Jim Sotir, Amos Gay, Ray Demers, Don Hernon; Dayton/Fire Department Treasurer Angela Cushman; Fire Chief Rod Hooper (by Skype connection); Lyman Selectmen: Victoria Gavel, Leo Ruel, Roger Grant, Steve Marble; Dayton Selectmen: Ted Poirier, Scott Littlefield, Gerry Taylor; Lyman Budget Committee Steve Gray; Ron Smith of RHR Smith Accounting; Fire Department: Captain Ben Harris, Captain Matt Duross.

Handouts

- Draft Minutes of 10-11-12 FC meeting
- Proposed changes to the Interlocal Agreement from Ron Smith.
- Fire Chief's Quarterly Report for 3rd Quarter Calendar Year (July through September 2012)
- York County Sheriff's Office Letter dated October 22, 2012

FC Votes Taken/Results – After discussion FC members **voted** as follows:

- **Approved**
 - Minutes of 10-11-12 FC meeting, as amended. FC meeting minutes will be posted on the Lyman/Dayton Town websites.
 - Changes to Draft Interlocal Agreement with proposed Second Amendment, including changes recommended by Ron Smith (see details below).
 - Offer part-time job of Fire Commission Clerk to Ms. Ann Paquette
 - Fire Chief's Quarterly Report for 3rd Quarter Calendar Year (July through September 2012)

Action To Be Taken – After discussion, FC members agreed on the following:

- **FC Secretary** will incorporate the voted changes to the Interlocal Agreement and send out a revised document to the FC members for review prior to the next FC meeting.
- **FC Secretary** will send a copy of the Fire Chief's Quarterly Report for 3rd Quarter Calendar Year to the Boards of Selectmen for their information.
- **FC Secretary** will proceed with the hiring of the part-time FC Clerk.
- **Fire Chief** will offer old fuel station tank to the Towns for salvage or disposal.
- **FC members** should review the Draft Mutual Aid Memorandums of Understanding for Mutual Aid Assistance before the next FC meeting.

Review of Fire Department Accounts by RHR Smith Accounting – Ron Smith provided an overview of the status of the Fire Department accounts as of June 30, 2012, including carryover balance, amount on deposit as a CD, and remaining unappropriated amount of approximately \$34,000. Wording of the Town warrant articles should be reviewed to determine if these funds should remain in the Fire Department account or be returned to the Towns of Lyman and Dayton.

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Current Status of Fire Department Accounts – Fire Department Treasurer was requested to provide a monthly status report, as of the end of the previous month, at each monthly Fire Commission meeting.

Review of Proposed Changes to Interlocal Agreement – Ron Smith of RHR Smith Accounting presented recommended changes to the Interlocal Agreement. These changes were discussed by the FC with input from the Fire Chief and Selectmen. Recommended changes to the ILA were voted by the FC as follows:

1. **Section 3.1, Administration – Fire Commission.** Possible conflict of interest was noted in having the Fire Chief as a non-voting member of the FC, since the Fire Chief reports to the FC. FC voted 5-0 to remove the Fire Chief from the FC, and 4-1 to change the wording describing the voting and non-voting members.
2. **Section 3.4A, Powers and Functions of Fire Commission.** Subsection (5) currently requires any purchase of goods and services over \$10,000 to be subject to competitive bidding. FC initially voted 5-0 to change to \$5,000. After further discussion, FC voted 3-1 to retain original value of \$10,000.
3. **Section 4.1, Finance – Apportionment.** Subsections (c) and (d) establish a Fire Department capital reserve account and a credit reserve account. After discussion, FC voted 5-0 to remove these subsections and develop a Policy for consideration by the Boards of Selectmen to establish and fund these accounts.
4. **Section 4.3, Financial Procedures** – There was discussion as to the authority granted by the ILA to the FC to disburse funds which appears to conflict with the wording that requires Municipal Officer (Selectmen) signatures on warrants to disburse funds. FC voted 5-0 to change the wording of this subsection to clarify that the FC has authority to approve disbursement of Fire Department funds.
5. **Section 4.4, Major Capital Improvements** – FC voted 5-0 to reword this section to change the title to “Capital Improvements”, eliminate “financed or refinanced”, and further clarify subsection (a).

Fire Commission thanked Mr. Ron Smith for his suggested improvements to the ILA, and the Selectmen for their comments. FC Secretary will incorporate the voted changes into a revised document for final review by the FC, and subsequent forwarding to the Boards of Selectmen for their review, possible amendment, and approval.

Hiring Fire Commission Clerk – A job description for the FC Clerk position was posted on the Town websites. Four persons expressed interest to the FC Secretary and two persons submitted resumes for consideration. FC Secretary and Fire Chief interviewed these two persons on October 22, 2012. FC Secretary recommended that the FC authorize hiring Ms. Ann Paquette as the part-time FC Clerk. FC voted to hire Ms. Paquette.

Fire Chief’s Quarterly Report for 3rd Quarter Calendar Year (July through September 2012) – FC reviewed the Fire Chief’s Report, and noted that 24 incidents had enroute times (truck out the door) of

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greater than 6 minutes (goal is 2 minutes). FC voted to accept the report and forward it to the Boards of Selectmen for their information.

York County Sheriff's Office Letter – FC noted a letter of appreciation dated October 22, 2012 from the York County Sheriff's Office for the participation of the Fire Department in the recent encounter with a distraught individual that involved law enforcement and Fire Department personnel. Fire Department staff was described in the letter as "exemplary and accommodating".

Fire Department Fuel Station Upgrade – Fire Chief noted that the new fuel tank has been ordered and should be received shortly. The old fuel tank will be offered to the Towns for salvage or disposal.

Mutual Aid Agreements – FC did not review copies of Draft Mutual Aid Memorandums of Understanding for Mutual Aid Assistance, both generic and with an Incident Command Clause, that were provided at the October 11, 2012 FC meeting.

Next Regular Meeting- Next regular Fire Commission meeting will be on **Thursday, November 15, 2012, 6:30 pm** at Goodwin's Mills Fire Station.

Adjourned - Meeting adjourned at 8:40 pm.